

GENERAL SERVICES ADMINISTRATION ROUTING SLIP																	
TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10						
NAME AND/OR SYMBOL						BUILDING, ROOM, ETC.											
1. <i>Mr. Rankin</i>																	
2.																	
3.																	
4.																	
5.																	
☐ ALLOTMENT SYMBOL ☐ APPROVAL ☐ AS REQUESTED ☐ CONCURRENCE ☐ CORRECTION ☐ FILING ☐ FULL REPORT ☐ ANSWER OR ACKNOWLEDGE ON OR BEFORE _____ ☐ PREPARE REPLY FOR THE SIGNATURE OF _____						☐ HANDLE DIRECT ☐ IMMEDIATE ACTION ☐ INITIALS ☐ NECESSARY ACTION ☐ NOTE AND RETURN ☐ PER OUR CONVERSATION ☐ PER TELEPHONE CONVERSATION						☐ READ AND DESTROY ☐ RECOMMENDATION ☐ SEE ME ☐ SIGNATURE ☐ YOUR COMMENT ☐ YOUR INFORMATION ☐					
REMARKS This information has been given as informally, but they want an official request. They do not want it published and will probably sign in their resume.																	
FROM																	
CO R1 R2 R3 R4 R5 R6 R7 R8 R9 R10																	
NAME AND/OR SYMBOL						BUILDING, ROOM, ETC.											
<i>lpm</i>																	
						TELEPHONE			DATE								

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